

Refer to the [Outside Work Policy](#)

Employee's name: Work unit:

Academic employee or Professional employee:

Type of Outside Work:

University Outside Work Private Outside Work Outside Directorship

1. UNIVERSITY OUTSIDE WORK

Note: Approved University Outside Work must be undertaken outside the workload allocation for an academic employee.

Description of work to be undertaken (*incl. project title and attach copy of agreement/contract with external organisation*)

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Has the Legal Office assessed and endorsed the contract? Yes No

Commencement date and expected duration No. of person days

Impact on normal duties and workload (*incl. details on how this work will be accommodated within your current teaching and service commitments as well as research plans*)

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Will there be any research publications or other research outcomes arising from this work? Yes No

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Is there any actual or could there be a perceived conflict of interest? Yes No

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Has a risk assessment been undertaken? (*attach risk management plan*) Yes No

Income: Consultancy fee/project value: \$.....

Any other income (*explain*): \$.....

TOTAL: \$.....

What University resources will be used to undertake this work?

List:

- equipment, vehicles, IT systems, research equipment, consumables, stationery, office/s, overheads and all other SCU resources.
- any other employee/s time – hours and hourly rate
- arrangements re Intellectual Property

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What expenses will be incurred in undertaking this work? List travel, accommodation and associated expenses

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Note: a 25% minimum fee will be deducted from total income to cover work unit and central administration costs.

2. PRIVATE OUTSIDE WORK

Private outside work (POW) commitments must be disclosed each year through the annual PRP review and this application form.

Description of work to be undertaken

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Name of organisation (if employed or self-employed):

Duration and frequency of the proposed work and perceived impact on normal duties and performance:

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Details of private insurance held in relation to the POW:

Will there be any research publications or other research outcomes arising from this work? Yes No

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